

MPG 3300.1

REVISION A

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MARSHALL PROCEDURES AND GUIDELINES

CD01

DUAL CAREER PROMOTION PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		01/03/00	
Revision	A	5/14/03	Changed to establish DCP Review Board. Deleted and replaced introduction and both appendixes. Updated flowchart to document establishment of DCP Review Board.

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INTRODUCTION

The Dual Career Promotion (DCP) Process provides a method of maintaining technical and scientific excellence at Marshall Space Flight Center (MSFC) by promoting employees based on their "personal impact" to their current position. Unlike promotions based on operational or supervisory responsibilities, the basis for consideration is primarily the stature and sustained contributions of the individual, as well as the relevance of their work to meet MSFC needs and objectives. To this end, it is possible for the contribution of a highly creative non-supervisory engineer or scientist to merit the same grade as the contribution of the supervisor of the organization.

The Office of Personnel Management has developed two guides, the Equipment Development Grade Evaluation Guide and the Research Grade Evaluation Guide, which consider an employee's "personal impact" when determining the grade of a position. While these guides are intended for use in evaluating non-supervisory engineers and scientists, they may also be used for evaluating the grade-level of the technical work performed by a supervisor. The election of an employee to pursue a technical career path does not constrain an employee from a future decision to pursue a management path; technical employees may request to be reassigned or promoted into management positions in the future. While these guides are used for determining the grades of technical positions through the GS-15 level, the career path of research and development employees is not limited to GS positions. Senior Technical (ST) positions are considered to be the pinnacle of technical achievement at MSFC. The ST system covers non-supervisory positions classified above the GS-15 level that involve the performance of high-level research and development.

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PREFACE

P.1 PURPOSE

The purpose of this Directive is to provide guidelines for the selection of employees for promotion using the DCP process at MSFC. The DCP process provides a method of maintaining technical excellence at the Center by promoting individuals to technical rather than supervisory positions. Implementation of this Directive should ensure that the process is conducted in a uniform manner.

P.2 APPLICABILITY

This Directive is applicable to promotion of MSFC employees in non-supervisory Aerospace Technologist (AST) positions to the GS-14 and GS-15 levels, and GS-14 supervisory AST positions to the GS-15 level. It is only one of the processes by which an employee may be promoted to positions beyond the GS-13 level and does not replace any other established process.

P.3 AUTHORITY

NPD 3000.1, "Management of Human Resources"

P.4 APPLICABLE DOCUMENTS

- a. MSFC Form 4382, "Nomination for Dual Career Path Promotion"
- b. NPG 1441.1, "NASA Records Retention Schedules"

P.5 REFERENCES

- a. U. S. Office of Personnel Management Research Grade Evaluation Guide, dated June 1964
- b. U. S. Office of Personnel Management Equipment Development Grade Evaluation Guide, dated June 1968

P.6 CANCELLATION

MPG 3300.1 Baseline dated January 3, 2000

Original signed by

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Direct Report. Organization manager who reports directly to the MSFC Center Director.

1.2 Evaluation Committee. Panel appointed by the direct report to provide documented recommendations of nominees for DCP promotions.

1.3 Nominee. Individual nominated for consideration under the DCP Promotion Process.

1.4 DCP Review Board. Center review board chaired by the Assistant Director and Chief Engineer for Space Propulsion that approves DCP nominations submitted by Direct Reports.

2. RESPONSIBILITIES

2.1 The Center Director ensures compliance with this Directive.

2.2 The Direct Report:

2.2.1 Establishes that promotions are available for the DCP process.

2.2.2 Calls for nominations of candidates within the respective organization for DCP promotion.

2.2.3 Appoints members of and chairs the evaluation committee or delegates as described in 3.3.2.

2.2.4 Submits lists of those recommended for promotions to the DCP Review Board.

2.3 The Department/Office Manager appoints members of and chairs the evaluation committee, if required, for GS-14 positions.

2.4 The Human Resources Department:

2.4.1 Provides an advisor to the evaluation committee.

2.4.2 Prepares documentation for direct report approval of nominees selected for promotion.

2.4.3 Notifies nominees not selected for promotion.

2.4.4 Provides an advisor to the DCP Review Board.

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2.4.5 Processes documentation to promote selected employees.

2.5 The Evaluation Committee:

2.5.1 Evaluates the qualifications of nominees.

2.5.2 Provides written record of each nominee's evaluation.

2.5.3 Refers a prioritized list of nominees recommended for promotion to the direct report.

3. PROCEDURE

3.1 The direct report will announce to all employees in the organization that nominations are open for the DCP for a minimum of ten working days.

3.2 Nominations shall be accepted from the eligible employees within that organization and submitted by the employee to the direct report. Nominations may include GS-14 and GS-15 nominees, and each nomination must be submitted with a two-page justification. Nominations should be submitted on MSFC Form 4382.

3.3 The direct report has the responsibility for convening and determining the composition of the evaluation committee. Voting members of the committee should be at the grade level under consideration or higher.

3.3.1 For nominees to the GS-15 level, the direct report will convene and chair an evaluation committee consisting of, as a minimum, the direct report (or the direct report's designee), other appropriate management officials, and an advisor from the Human Resources Department. As necessary, the direct report may also appoint non-management employees with direct knowledge of the work being performed by the nominee.

3.3.2 Nominees for the GS-14 level may be processed by the same committee, or, as an alternative, the direct report may choose to allow lower-level managers (e.g., department managers) to convene and chair an evaluation committee for evaluating and selecting nominees for the GS-14 level. If this alternate delegation is chosen, the evaluation committee will consist of appropriate personnel in that organization and an advisor from the Human Resources Department.

3.4 The evaluation committee may request additional information related to a nominee's credentials.

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3.5 The evaluation committee may choose to interview each nominee or request a presentation for each nominee. The evaluation committee may choose to refer nominees to a "peer review" panel for evaluation as above. This panel shall consist of employees at the grade level above the nominee with specific knowledge of the technical discipline of the nominee and a representative from the Human Resources Department.

3.6 After the credentials of all nominees have been considered, the committee (or panel) will evaluate the nominees according to the applicable criteria described in the Office of Personnel Management Grade Evaluation Guides referenced in P.5 of this Directive.

3.7 The evaluation by the committee will be documented and provided to the Human Resources Department for all nominees.

3.8 The evaluation committee will submit a prioritized list of nominees recommended for promotion to the direct report.

3.9 The direct report will approve and forward their recommendations to the DCP Review Board.

3.10 The DCP Review Board will be chaired by the Assistant Director and Chief Engineer for Space Propulsion. The Board will consist of 3 - 6 members, as deemed necessary and appropriate by the Chair, and an advisor from the Human Resources Department. Board members will be appointed by the Chair based on their subject matter expertise. Board members may be Center employees, employees of other NASA Centers or other Federal employees.

3.11 The DCP Review Board will meet at least once per year if there are DCP nominees that have been recommended for promotion by the direct reports. The Board will refer nominees recommended for promotion to the Manager, Human Resources Department.

3.12 The Manager, Human Resources Department, will process documentation to promote the selected individuals. Promotions will be effective as soon as possible after approval and Human Resources Department processing.

3.13 Those nominees who were not selected for promotion will be notified in writing by the Human Resources Department, and may request a meeting with the appropriate management official to obtain suggestions for improving their chances of promotion in the future. Resubmittal of nominations is not automatic, so a new nomination will be required for any subsequent DCP promotion call.

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3.14 Results of the DCP promotion process will be reported to employees after all promotions are effective. As a minimum, names of employees selected will be announced at the direct report level, and the Human Resources Department will maintain a record of employees selected for promotion.

4. RECORDS

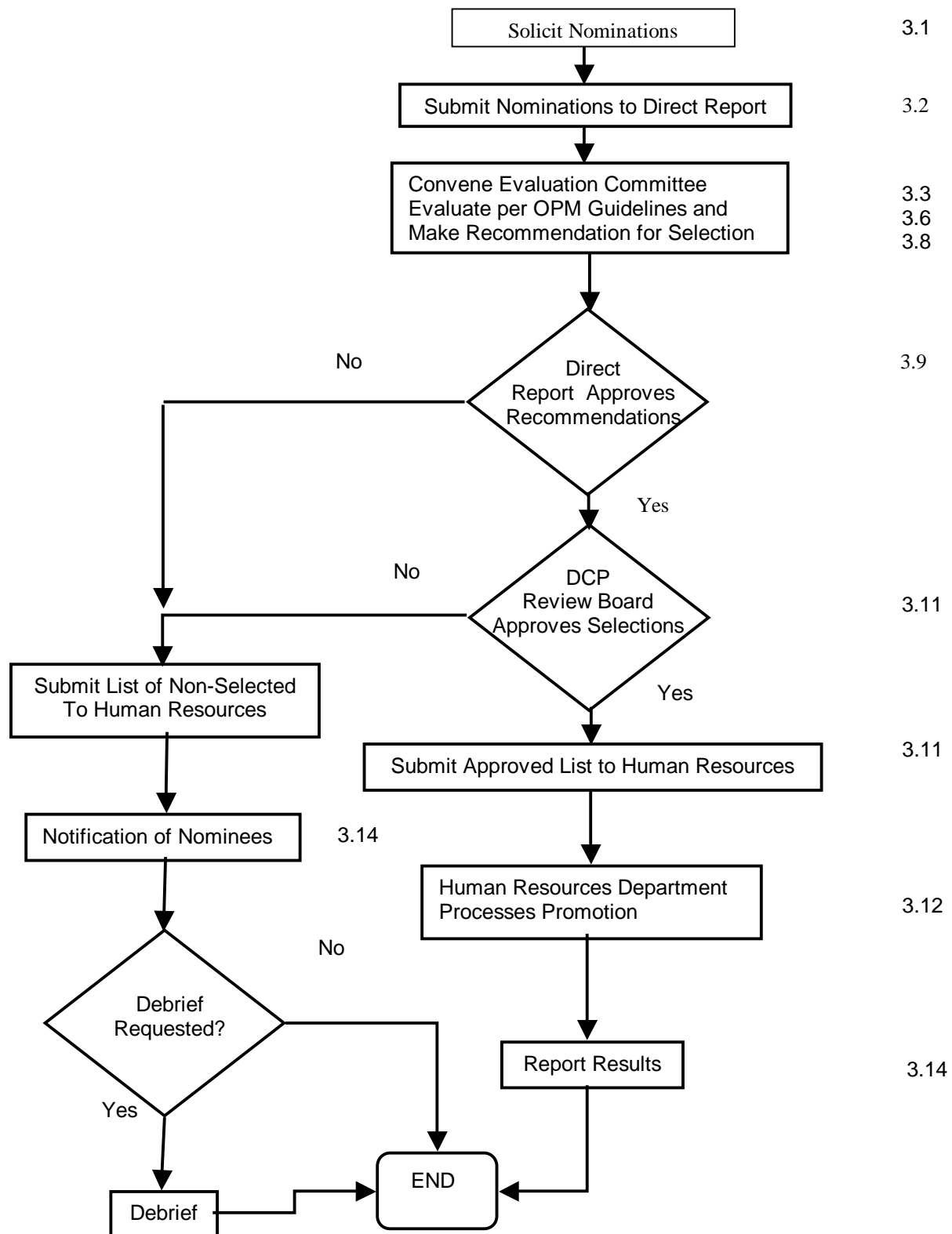
4.1 Nomination forms and evaluation documentation will be maintained by the Human Resources Department in accordance with Schedule 3-12 of NPG 1441.1. This document requires information to be maintained for two years.

4.2 A list of nominees selected for promotion will be maintained by the Human Resources Department in accordance with Schedule 3-12 of NPG 1441.1. This document requires information to be maintained for two years.

5. FLOW DIAGRAM

(See following page)

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APPENDIX A

DCP Review Board Promotion Evaluation Criteria

All factors may or may not be considered for all positions. Use and weighting of factors will depend upon the grade-level being considered and whether the work is developmental or research oriented. All factors pertinent to specific positions should be addressed in either the nomination or the oral presentation. Research and developmental positions will be reviewed separately.

A.1 Factor 1: Education Level and Training

- a. Degree(s) applicable to current position
- b. Additional Current Technical Training (including course work beyond current degree and/or obtaining a Professional Engineer's license)

A.2 Factor 2: Performance Evaluation

This factor is intended to facilitate input from candidate's supervisor and provide currency to the evaluation process.

Written endorsement (evaluation) from candidate's supervisor

A.3 Factor 3: Continuing Technical Strengths and Corporate Contributions to MSFC and NASA

This factor is intended to select the top technical specialists at MSFC and to highlight their contributions to NASA and to the Nation.

- a. Significance, Originality, and Impact of Accomplishments
 - Originality and Innovativeness of Contributions
 - Significant advances to state of the art
 - Engineering and scientific contributions, inventions, new designs and techniques, enabling technologies, and capabilities
 - Impact on key Center and relevant NASA programs
- b. Technical Problem Solving
 - Formulates effective technical approaches to solve complex problems
 - Personally and substantially contributes to the solution of

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complex technical problems with little or no supervision

c. Publications and Information Transfer

- Recognized as an authoritative source of information by other agencies or private organizations.
- Represents MSFC as leader in the field
- Contributions to publications that further state of the art in the field
- Conference presentations at technical meetings
- Patents and other documentation
- External requests for developed software, techniques, etc.

d. Technology Transfer and Impact on Customers

- Leads/participates in activities that apply technology, assure customer satisfaction, and foster technical maturation and technology transition
- Technology/research is recognized by prime customers

e. Contributions to NASA's Mission and Investment Strategy

- Identifies, leads, and advocates technical area investment strategy in accordance with the MSFC and Agency mission
- Demonstrates leadership that focuses goals and resources (within Government/industry/university) in technical specialty areas

A.4 Factor 4: Awards and Recognition

- National awards and honors by scientific/engineering/professional community
- Fellowship and Associate Fellowship in major technical societies (or equivalent)
- Local technical awards (includes awards from local technical/professional societies)
- Invited lectures at national and local technical/professional society meetings
- Agency awards or equivalent honors
- Recognition from academia, industry, Headquarters, other Centers, and internal organizations (letters, requests for participation/advice on key assignments, commendations, or other citations)

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A.5 Factor 5: Outside Professional Activities

- National activity or conference chair
- Local activity or session chair
- Other activities of a technical nature, including courses taught at universities or presentations promoting research/development at the national or local level relative to primary or secondary education

"Outside" is defined, as professional or technical activities not routinely part of official duty, and primarily performed outside duty hours. These may include, but are not limited to, offices held in professional groups, technical committee membership, technical conference chair (session chair) for any national (local) technical conference, and any activities of a technical nature or presentations promoting science at the national (local) level relative to primary/secondary science education.

A.6 Factor 6: Knowledge Management and Technical Leadership Skills.

- Knowledge Management - Demonstrates collaboration and dissemination of knowledge
- Initiative/Supervision - Consistently exhibits personal initiative to execute duties with little if any direct supervisory input
- Coaching/Mentoring - Demonstrates evidence of coaching and mentoring less senior MSFC employees
- Diversity/Multiculturalism - Demonstrates sensitivity to cultural differences and demonstrates leadership in bringing about cultural awareness within the work force

A.7 Factor 7: Oral Presentation.

- Professional/technical knowledge - clarity of reasoning and understanding of content related to information
- Communication skills - logic of response to questions, voice, poise, speed of comprehension, and alertness

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APPENDIX B

DCP Positions Categories

B.1 OPM Equipment Development Grade Evaluation Guide

B.1.1 Part I - Product Development

Those technical specialists in the engineering and physical sciences disciplines who are engaged in a creative process involving the continuous exploitation of basic scientific knowledge into concepts and specific items of hardware and/or software, or into techniques or processes. These technical employees must develop new and improved products necessary to solve the most complex engineering problems. Often the development process involves Government-Industry teams, and progresses through planning and requirements identification, concept, definition, design and prototype, and test and evaluation. The promotion potential for these positions is assessed using guidelines published in the OPM Equipment Development Grade Evaluation Guide, Part I.

B.1.2 Part II - Project Management/Technical Leadership

Those technical specialists who provide the engineering management or coordination of the technical aspects of in-house or combined Government - Contract efforts to accomplish a specific development project (e.g., launch vehicle, spacecraft, facility, communications network, etc.). Project Management Engineers assure that the end product meets cost, schedule, and performance requirements. (Since these positions do not encompass the total project management functions, Project Managers are excluded, and are covered under management classifications). The promotion potential for these positions is assessed using guidelines published in the OPM Equipment Development Grade Evaluation Guide, Part II.

B.1.3 Part III - Experimental Development

Those technical specialists who perform experimental and investigative activities in physical science or engineering fields to develop new and improved technology (hardware, software, processes, or facilities). The promotion potential for these positions is assessed using guidelines published in the OPM Equipment Development Grade Evaluation Guide, Part III.

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B.2 OPM Research Grade Evaluation Guide

Those engaged in basic or applied research in biological, physical, chemistry/materials or mathematical sciences, in engineering, when the position involves either (1) the personal performance of professionally responsible research, or (2) the direct and personal leadership of and participation in a research team when the primary basis of selection for the position is technical competence and capabilities rather than supervision and management capabilities. The promotion potential for these positions is assessed using guidelines published in the OPM Research Grade Evaluation Guide, Part I.